CWCS Validate/Edit Checklist

There are three types of CWCS validations: file upload, screen, and full validations. File upload validations check for a limited set of business rule errors documented in the Interface Specifications (B.2) [Select the hyperlink to access the Section, Course and Teacher or the Student Completion (CSV) or (XML) interface specification documents]. On-line (manual) data modifications or additions result in a limited set of screen validations. Full validation occurs after successful file upload or may be user-initiated by clicking on the 'Validate' icon in CWCS. The Validation Checklist below describes steps to initiate and/or review the results of full validations. To address the results of the validation process, you may edit data on-line or correct data locally and upload a new file.

Cautions:

- Click on the 'Validate' icon only if you have made a significant number of modifications or additions to your CWCS data on-line. It is unnecessary to click on 'Validate' immediately after the Upload if validation was run during upload.
- It is not possible to detect all incorrect data during the validation process so you must still manually review your data. CWCS progress and summary reports are provided to facilitate the review process.

Before Your District/School Begins

1. Has your district or school uploaded or created Section, Course and Teacher or Student Completion records in CWCS? If not, then refer to the CWCS Upload Checklist for more information. (Main Menu - File Upload/Summary of Schools; Individual Section Record List or Individual Student Record List).
2. Users must have an All Functions role to complete the CWCS Upload task or to Download Reporting Data containing record-level Info, Warning, and Error information.
3. Users must have an All Functions role for full access to all Info, Warning, and Error messages and to view or edit data in all fields.

Validation Checklist

1. If you have successfully uploaded a Section, Course and Teacher or Student Completion File with records in ISES, then the full validation process has automatically begun. Skip to step 3.
2. If you have modified or added CWCS data online after the Upload steps are complete and wish to more fully validate your data, then click the 'Validate' icon on the Individual Section Record List or Individual Student Record List screen.
   a. Districts may initiate the validation process for the entire district by clicking on the 'Validate' icon near the top of the Summary of Schools screen. (Main Menu - Summary of Schools)
3. Check validation Process Status (optional). (Main Menu - Process Status)
4. Review the Info messages created during validation (Main Menu - Report Menu - Info Report). These messages detail modifications made to your data during the validation process. Note that you should review these messages promptly as they will be overwritten during the next validation process.

5. Review the Error messages returned during validation (Main Menu - Report Menu - Error Report). These messages detail business rule errors which must be corrected in the Section, Course and Teacher or Student Completion records before you may lock your data.

6. Review the Warning messages returned during validation (Main Menu - Report Menu - Warning Report). These messages detail possible inconsistencies in your data. Before you may lock your data, warnings must be reviewed and acknowledged. If the data is correct nothing needs to be done.

7. If you wish to correct the data on-line continue to the Individual Section, Course and Teacher or Individual Student Record Editing Checklist.

8. If you wish to correct your data locally and upload a new file to CWCS, refer to the CWCS Upload Checklist for more information. You may request a Reporting Data file that includes your data from CWCS and info, error and warning information. (Main Menu - File Download Request)

9. Preview your Progress and Summary Reports for evidence of incorrect or incomplete data. Note these reports are based on data submitted as of the date of the most recent school/district validation. Records with coding or other errors may not be included. (Main Menu - Report Menu - Progress and Summary Reports)

Individual Section, Course and Teacher or Individual Student Record - Editing Checklist

1. Select Main Menu – Summary of Schools. Make a selection from the "school" drop down list. Make a selection from the "term" drop down list. Make a selection from the "record type" drop down list. [This is where you will select Course and Teacher or Student].

2. You need to select a record from the list to go to Individual Section Record or Individual Student Record (ISR) screens.

3. Review the Info, Error and Warning messages listed at the bottom of the Individual Section Record or Individual Student Record (ISR) screens.

Note: You may need to scroll to view these messages.

4. On Individual Student Record (ISR) screen add and modify data, as needed. Click the 'Save' icon.

5. Repeat steps 1 through 3 for the next Section, Course and Teacher or Student record.

6. Initiate the validation process. Refer to the Validation Checklist for more information.